

Bronson Community Schools
Request for Use of School Furniture and Equipment FAC-2

- A. If equipment is to be used on school grounds or within school buildings:
Complete sections 1 and 3 of this form and file form FAC-1
- B. If equipment is to be removed from the school to be used at another site:
Complete sections 2 and 3 of this form

Section 1

Your name _____ Date(s) equipment is needed _____

Where equipment will be used _____

Section 2

Name _____ Phone number _____

Address _____

Email Address _____

To be picked up: Date _____ Time _____

To be returned by: Date _____ Time _____

I agree to return the property to the school in good condition by the date and time indicated above. If the property is damaged or destroyed while in my possession, I agree to promptly reimburse Bronson Community Schools in full for the damage or loss.

Signature of borrower _____ Date _____

Section 3

Please check items needed for your activity and list the quantity to the right of the item.

Tables _____ Chairs _____ Coat racks _____ Stage sections _____

Spotlight _____ Music stands _____ Sound shells _____ Podium _____

Kitchen equipment (list) _____

Other items needed: _____

Section 4

Approved _____ Denied _____
Administrator's Signature _____ Date _____

S:\forms\FAC-2 Original to Administrator Copy to Applicant